

**Official Record Copy**  
**Office of Personnel**

OP MEMORANDUM NO. 20-31-50

11 December 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Impact and Incumbency Allocations

1. The terms Impact Allocation and Incumbency Allocation are used to identify on the official staffing complement two specific situations as determined by the Position Management and Compensation Division (PMCD). These terms along with the guidelines covering these two situations are defined below.

2. An Impact Allocation covers a position which is occupied by an incumbent who has unique qualifications and expert knowledge in a substantive field of work and who brings an added dimension to the position of a sufficient degree to warrant classifying it at a higher grade level during the tenure of that incumbent. Positions with an Impact Allocation designation will remain at the higher grade level until vacated by the original incumbent.

3. An Incumbency Allocation is assigned to a position which is reviewed by PMCD and evaluated as being overgraded, but the grade level of the present incumbent is higher than that of the evaluated grade. In this case, the position will revert to its properly classified grade level when vacated or after a period of two years from the time it is established as an Incumbency Allocation, whichever occurs first. The following guidelines apply to Incumbency Allocations:

a. When a position is designated as an Incumbency Allocation, managers should make every attempt to reassign the incumbent to another position which is equivalent to or higher than his/her grade level at the earliest possible date.

b. If an employee cannot be reassigned within the two-year period before the position is downgraded, management has two options. One is to place the employee in a Personal Rank Assignment (PRA) status, thereby acknowledging that the employee is reassignable within the near future. The career sub-group should be aware, however, of the negative impact on its Career Service Grade Authorization. The second option is to reduce the grade of the employee to the same grade level of the position through the use of Grade and Pay Retention provisions. This option should be exercised if it does not

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appear likely that the employee will be reassigned to another position at or above the employee's grade level. Because this latter option is considered to be an adverse action, managers are required to consult with the Chief, Special Activities Staff, Office of Personnel at least one month before the proposed action is to be effected.

c. Continuation of an employee beyond two years in a Personal Rank Assignment status will be considered in accordance with the current regulations governing PRAs. If a PRA extension is not granted, it will be necessary to reduce the grade of the employee to that of the evaluated position and place the employee in a Grade and Pay Retention status.

4. The Grade and Pay Retention concept is new to the Agency. The DDCI recently approved the Agency's adoption of this practice included in the Civil Service Reform Act of 1978. Grade Retention permits an employee to retain his/her present grade for a period of two years and to receive annual pay comparability increases and within-grade increases. After the two-year Grade Retention period has expired, an employee in the same position is placed in a Pay Retention status during which time he/she shall not receive more than 150 percent of the maximum rate of the pay of the lower grade. An employee in a Pay Retention status is entitled to 50 percent of the amount of each pay comparability increase for an indefinite period of time until his or her pay rate equals the maximum rate of the position classified at the lower grade level. For detailed guidance on using Grade and Pay Retention, see the Office of Personnel Memorandum on Salary Retention for General Schedule Employees.

5. All positions in either of these situations have previously been identified as Incumbency Allocations. Those positions that were previously designated as Incumbency Allocations will be redesignated as Impact Allocations if appropriate. Those that remain on the staffing complement as Incumbency Allocations will be downgraded two years from the date of this memorandum with resultant action taken as prescribed for in this memorandum.

[Redacted Signature]

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Director of Personnel

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